

Position Announcement  
NJ GEAR UP Data Assistant

NEW JERSEY COMMISSION ON HIGHER EDUCATION

The NJ GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) State Project seeks a Data Assistant. This is a federally funded position. NJ GEAR UP is a 6-year, federal grant program aimed at helping selected low-income students in Camden, Jersey City, Newark, Paterson, and Trenton prepare for college and is administered by the NJ Commission on Higher Education in Trenton, New Jersey.

The NJ GEAR UP Data Assistant will provide support to the NJ GEAR UP State Project Director in the area of data collection to meet project goals and will help to ensure that the scholarship component is managed effectively. Specific responsibilities include:

- Ongoing management of the GEAR UP scholarship component, including communication with students and institutions, data verification, and updates of college-enrollment rate
- Data entry of survey information and other projects
- Work with school district personnel to collect and report student data
- Analysis and interpretation of Access database information, including aggregating multiple database submissions and creating predictive reports of program indicators that are used for the reporting of program success
- Communication with sub-grantees about their submitted reports and databases
- Development, management and updating of reports using submitted data

Requirements include:

- Bachelor's degree or higher
- 2+ years of experience in data management/analysis and report generation
- Advanced proficiency in MS Access and Excel, as well as other MS software and Internet
- Commitment to protection of student information (FERPA)
- Orientation to detail
- Excellent critical thinking and problem solving skills
- Exceptional communication skills, with both technical and non-technical staff and with students from diverse backgrounds
- Familiarity with higher education and precollege programs preferred

Salary: \$40,000. Position is grant-funded until 2011; annual funding is dependent upon grant progress and federal appropriations.

Send letter, résumé, and names/contact information of three references to Michelle Johnson, Director NJ GEAR UP, NJ Commission on Higher Education, P.O. Box 542, Trenton, NJ 08625-0542. Deadline for receiving applications: 2/28/2006. EOE.